

**\*USAF Declass/Release Instructions On File\***

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DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT  
AND TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 67-5

22 March 1972

Supply

FAK CHANGE REQUEST

This regulation outlines procedures for submission of change requests to the FAK (FLY-AWAY-KIT) Authorization Listing and provides general guidelines to be followed by maintenance and supply activities in the management of stock/kit levels.

1. Objectives. To provide a uniform method for handling FAK authorization changes and to insure that BASE/KIT stock levels are indicative of mission requirements.

2. Responsibilities. Section Chiefs will review all FAK Change Requests submitted from their sections. The Chief of Supply will maintain a comprehensive program to insure that FAK changes are properly processed and that maintenance activities are advised of stock usage trends.

3. Procedures. There are two methods by which changes can be effected to the FAK Authorization Listing, (1) Project Headquarters or Depot can direct changes, in which case a FAK change request is not required from Detachment "G", or (2) Detachment "G" can initiate a change. This regulation is concerned only with the second method.

a. To request a FAK change, the section chief will:

(1) Prepare two copies of each change request; submit the original to Unit Supply and retain the duplicate in suspense. Each form may contain multiple items, provided all of them are authorized in the same section of the FAK Authorization Listing.

(2) Insure completeness of request forms prior to submission to Unit Supply (ref Atch 1 format). The following entries are mandatory:

- Block 1 - Section Title of Requestor
- 2 - Date of Request
- 3 - Section Affected on FAK Authorization Listing
- 4 - Action requested: add, increase, reduce or delete.

Supersedes ATTG Reg 67-5, 22 Oct 69. (For summary of revised, deleted or added material, see signature page.)

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- 5 - Stock number of item.
- 6 - Nomenclature and part number.
- 7 - Unit of Issue (EA, PR, etc.)
- 8 - Repairability/Recoverability Code "R" or "N"
- 9 - Cost of item if available; otherwise leave blank.
- 10 - Quantity required or to be changed to in BASE stock.
- 11 - Quantity required or to be changed to in deployment kits.
- 12 - Alpha identity of special package affected; "B" for Baker Package, etc.
- 13 - Phase I Kit Change
- 14 - Phase II Kit Change
- 15 - Phase III Kit Change
- 16 - Check priority if item required within 15 days, immediate if item required as soon as possible (must fully justify in Block 17); otherwise process as routine.
- 17 - Specific justification required for request to "add" or "increase" authorization.
- 18 - Must be signed by section chief or supervisor.

b. Unit Supply will forward a completed action copy of the FAK Change Request to the customer once depot has approved/disapproved it.

c. Maintenance supervisors will perform continuous surveillance over FAK authorizations to insure that authorized line items and quantities are based upon current/projected mission requirements. Items identified as obsolete or no longer required will be deleted from authorization. Items that are interchangeable with other authorized items will be identified to Unit Supply so that maximum utilization of assets can be attained.

d. Unit Supply will maintain an active stock control program to insure that excessive/inadequate asset levels are identified to maintenance supervisors. Consumption criteria will be a primary governing factor in making these determinations. However, many items are and will continue to be low usage items and the consumption factor cannot be applied. When it is determined that we must maintain a stockage position on these items, they will be categorized as "insurance" or "standby" items.

*R. A. Schamber*  
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Commander

1 Atch  
FAK Change Request Format

Summary of revised, deleted or added material

General guideline for management of stock levels added, para 3c and d. Supply and Depot internal procedures for processing change requests deleted, para 3, 4, and 5. Attachments 1, 2 and 4 deleted. Attachment 1 added.